

DEPARTMENT OF THE ARMY  
United States Army Transportation Agency (White House)  
Washington, DC 20037

**\*\*DO NOT RETURN THIS PAGE WITH YOUR APPLICATION\*\***

ANWH

MEMORANDUM FOR: Prospective Applicant

SUBJECT: White House Transportation Agency

Thank you for your interest in the United States Army Transportation Agency (White House). Please review the information provided in this memorandum. The following prerequisites must be met for consideration:

- a. **Must be a U.S. Citizen**
- b. **Must be an active component (AC) Army (National Guard and Reserve not eligible)**
- c. **No DUI, DWI or serious alcohol or drug related incidents**
- d. **Must have good credit history**
- e. **Must have good professional and personal background**
- f. **Must have good moral and ethical background**
- g. **No P3 profiles (P2 profiles accepted on a case-by-case exception)**
- h. **GT Score 110 (Waiveable to a minimum of 100)**

**MOS and Grade Requirements**

**Master Driver:**

88M ( SSG – SFC) with 8 years experience as 88M (> 2 years leadership experience as a Squad Leader, Platoon Sergeant or equivalent i.e. Drill Sergeant, AIT Instructor, WTU Cadre)

**Assistant Operations SGT:**

88N ( SSG – SFC) with 8 years experience as 88N (Nomination Only)

**Senior Human Resources SGT:**

42A ( SSG and above) with 8 years experience as 42A (Bde/Bn S1 Experience Necessary) (Nomination Only)

**Motor Sergeant:**

91B ( SGT (P) - SSG) with 7 years experience in 91 CMF (Nomination Only)

**Supply NCO:**

92Y ( SSG or SFC) with 8 years experience as 92Y (Nomination Only)

**\*\*Include a copy of your ERB (w/DA Photo) downloaded from MyERB website, NCOERs (last 5 evaluations),**

**PT Card, body fat worksheet (if applicable) and permanent profile with this packet (if applicable)\*\***

SCAN AND E-MAIL TO: [whta.recruiting@whmo.mil](mailto:whta.recruiting@whmo.mil)

## FOR OFFICIAL USE ONLY

**United States Army Transportation Agency (White House)  
Pre-Screening Information**

**PERSONAL DATA**

<b>Last Name, First Name MI.</b>	<b>RANK</b>	<b>SSN</b>	<b>DOB</b>
<b>MOS:</b>	<b>PLACE OF BIRTH</b> (City, State, and Country):		
<b>BASD:</b> _____ <b>ETS:</b> _____ <b>DOR:</b> _____ <b>Promotable:</b> _____ <b># of Points/Seq #:</b> _____ <b>GT Score:</b> _____ <b>HT (in inches):</b> _____ <b>WT:</b> _____ <b>BF%:</b> _____ <b>PULHES:</b> _____ <b>Date arrived at Current Duty Station:</b> _____ <b>DEROS:</b> _____  <b>Are you currently on a controlled tour (i.e. Drill Sergeant, Recruiter etc...):</b>  <b>Are you currently on Assignment Instruction to PCS?</b>  <b>MARITAL STATUS:</b> _____ <b># of Children:</b> _____ <b>Military Spouse:</b> _____  <b>Military Spouse (Name, Rank, PMOS, Duty Station):</b> _____			

**CONTACT INFORMATION**

<b>HOME ADDRESS</b>	<b>PHONE #s</b>	<b>WORK #</b>	<b>GLOBAL E-MAIL</b>
	Cell: _____		_____
	Home: _____		
<b>UNIT ADDRESS</b> (Unit name & Mailing Address)	<b>Unit Phone #</b> (Commercial)		

**PRIVACY ACT OF 1974 (ADVISEMENT STATEMENT):** The Authorities for requesting the following information are Executive Orders 10450, 11652 and 9397. The requested information is used in making security determinations, granting access to classified information, and making personnel management decisions. Routine uses include determining the scope and coverage of a personnel security investigation, checking investigative leads assuring completeness of the investigation, and providing evaluators and/or adjudicators with basic personal history information relevant to security and suitability. Information may be disclosed to appropriate Government agencies and administrative personnel involved in processing security actions that evolve during the course of these determinations.

**GENERAL INFORMATION CONCERNING THIS PACKAGE:** If favorably reviewed and you become selected for a WHTA position, additional security screening may follow, including a detailed single scope background investigation (SSBI) conducted by the Office of Personnel Management (OPM). This investigation encompasses extensive checks with appropriate law enforcement agencies, credit and financial institutions, schoolteachers and administrators, friends, neighbors, employers, and other persons who know and are willing to provide information about you. Upon completion of all screening and investigations, a determination will be made concerning your eligibility for Presidential Support Duty (PSD). **BE ADVISED**, falsification of this questionnaire may result in denial of PSD, denial or revocation of a security clearance or access to sensitive information. **DISREGARD ANY ADVICE YOU MAY HAVE RECEIVED CONCERNING THE WITHHOLDING OF INFORMATION.** It is in your best interest to complete all questions honestly and accurately by selecting the appropriate "YES" or "NO" response.

Applicant's Signature (Indicating understanding of Privacy Act Adviseement  
And general information concerning this packet)

Date

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PRE-SCREENING QUESTIONNAIRE

This questionnaire covers LIFE (NOT simply the last 5 - 10 years)

ANSWER YES or NO FOR EACH QUESTION

If you answer NO to question 1 explain which prerequisite you do not meet. If you answer YES to any of questions 3 - 20 you must provide an explanation. These explanations must be in the remarks section on the next page and returned with this packet.

1.	Do you meet the above prerequisites listed in the cover memorandum?	
2.	Are you a United States citizen?	
3.	Do you currently hold dual citizenship with another country?	
4.	Have you ever submitted an application to either WHTA or WHCA?	
5.	<u>If Yes to Q4:</u> Were you disqualified for any specific reason?	
6.	Do you currently have a security clearance?	
7.	Have you ever been denied a security clearance or had a security clearance revoked?	
8.	Have you ever been court martial, discharged in lieu of court martial or received punishment under UCMJ (if appealed and overturned explain the charges and final disposition)?	
9.	Have you ever been the subject of an EO or sexual harassment complaint?	
10.	Have you ever been charged or convicted of DUI or DWI?	
11.	Have you ever been punished or investigated for an alcohol or drug related offense?	
12.	Have you been counseled or treated for alcohol or drug abuse?	
13.	Have you ever been convicted or charged with a criminal offense (include all accusations, dismissals, and records sealed or expunged)?	
14.	Have you ever received a Relief for Cause NCOER or Needs Improvement rating on a NCOER?	
15.	Have you ever been punished or investigated for domestic violence or child abuse?	
16.	Have you ever filed for bankruptcy or applied for loan consolidations?	
17.	Have you ever defaulted on a loan, more than 30-days delinquent on a bill, had charge offs, or collections?	
18.	Have you ever had speeding tickets, traffic violations or had your driver's license suspended (List each offense in the remarks)?	
19.	Have you ever received psychiatric or psychological treatment?	
20.	Do you have derogatory information in your past that would prevent you from having a Top Secret (Presidential Support) Clearance?	

I certify that I have read and understand the advisement statements listed on page 2 of this packet, and that the answers on this packet are true, complete and correct to the best of my knowledge, memory, and belief. I understand that willfully making false statements or omissions of pertinent information may result in my not receiving a security clearance or approval for Presidential Support Duty and further that such actions may result in punishment under the UCMJ and/or separation from military service. I understand that I am obligated to inform the recruiting representative of any changes which occur and any changes which may alter the results of this security screening.

Applicant's Signature

Date

**Remarks Section**

<b>EXAMPLE (Provide a very thorough explanation)</b>	
7	Arrested in Stumpville, AK for minor in possession (MIP) MAR 02, received 20 hours community service and \$200 fine, record expunged at age 18
14	Speeding Ticket in Podunk, AK; MAR 02; 45 in a 25; fined \$150; paid fine
<b>Question #</b>	<b>Explanation (Who, What, When, Where, How Much)</b>

QUESTIONNAIRE FOR NATIONAL  
SECURITY POSITIONS

UNITED STATES OF AMERICA  
AUTHORIZATION FOR RELEASE OF INFORMATION

**Carefully read this authorization to release information about you then sign and date it in ink.**

*I Authorize any investigator, special agent, or other duly accredited representative of the authorized Federal agency conducting my background investigation, to obtain any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies, retail business establishments, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history record information, and financial and credit information. I authorize the Federal agency conducting my investigation to disclose the record of my background investigation to the requesting agency for the purpose of making a determination of suitability or eligibility for a national security position.*

*I Authorize the Social Security Administration (SSA) to verify my Social Security Number (to match my name, Social Security Number, and date of birth with information in SSA records and provide the results of the match) to the Office of Personnel Management (OPM) or other Federal agency requesting or conducting my investigation for the purposes outlined above. I authorize SSA to provide explanatory information to OPM, or to the other Federal agency requesting or conducting my investigation, in the event of a discrepancy.*

*I understand that, for financial or lending institutions, medical institutions, hospitals, health care professionals, and other sources of information, separate specific releases may be needed, and I may be contacted for such releases at a later date.*

*I Authorize any investigator, special agent, or other duly accredited representative of the OPM, the Federal Bureau of Investigation, the Department of Defense, the Department of State, and any other authorized Federal agency, to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for assignment to, or retention in, a national security position, in accordance with 5 U.S.C. 9101. I understand that I may request a copy of such records as may be available to me under the law.*

*I Authorize custodians of records and other sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.*

*I understand that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes provided in this Standard Form 86, and that it may be disclosed by the Government only as authorized by law.*

*I authorize the information to be used to conduct officially sanctioned and approved personnel security-related studies and analyses, which will be maintained in accordance with the Privacy Act.*

*Photocopies of this authorization that show my signature are valid. This authorization is valid for five (5) years from the date signed or upon the termination of my affiliation with the Federal Government, whichever is sooner.*

Signature (Sign in ink)	Full name (Type or print legibly)	Date signed (mm/dd/yyyy)		
Other names used		Date of birth	Social Security Number	
Current street address	City (Country)	State	ZIP Code	Home telephone number

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**White House Transportation Agency (WHTA)**  
**Assignment Acknowledgement**

1. I understand that I have not received an implied or expressed guarantee that I will be assigned to the WHTA. I understand that I am only being considered for a possible assignment to WHTA.
2. I understand that my assignment to WHTA is based upon a favorable security interview, single scope background investigation, Presidential support duty determination **AND** having a projected vacancy.
3. I understand that while I am on White House Hold, I will inform WHTA immediately on any changes in my current status. Changes include, but are not limited to, marriage, divorce, number of dependents, reassignment orders, change of unit, change of address, change of contact phone numbers, initiation of FLAG action (adverse action, weight control, APFT failure etc...), failure to complete any required service school, filing bankruptcy, overdue payments, and additional contact with law enforcement (to include automobile infractions).
4. I understand that while I am on White House Hold, I still have a responsibility to my current unit of assignment as well as an additional responsibility to WHTA. For security purposes, I will keep a low profile, and make a concerted effort not to advertise my possible assignment to fellow Soldiers, members of the local community, or the press.
5. I understand that the normal tour with WHTA is four years in length and that I must have at least four years remaining in service upon reporting.
6. I understand that upon reporting, I will be in a business suit. I understand that I must have and maintain all of my service uniforms.
7. I understand that I must have an original birth certificate and four (4) passport photos upon arrival. The birth certificate must contain a raised seal and registration/file number from my state of birth. I understand that a hospital certificate of live birth is not an acceptable alternative.
8. I understand that barracks are not available and that I will be required to live off-post (Single Soldiers with no dependents). Soldiers who are married or who have authorized dependents may seek on-post housing. I will have sufficient funds to defray my moving expenses.
9. I understand that I am obligated to fulfill a minimum of three-fourths of the prescribed WHTA tour (four years) before submitting application for retirement. If I choose to submit paperwork prior to completing three-fourths of the prescribed tour, then I will not receive a favorable command recommendation.
10. I understand that I am obligated to fulfill one-half of a prescribed WHTA tour before submitting a request for reclassification or for a commissioning or warrant officer program. I must be on-board for 24 months prior to submitting any such request. If I choose to submit a request prior to the 24 month mark, I may not receive a favorable command recommendation.

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(Witness Signature and Date)

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(Soldier Signature and Date)

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(Printed Name)

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(Printed Name)